



Coconino County Arizona

Policy Section:	Road Improvement District
Policy Number & Title:	3.1 Formation of a Road Improvement District
Date:	August 5, 2004
Current Revision Date:	

The formation process for Road Improvement Districts shall require the circulation and signing of petitions by certified property owners of record within the proposed district. County staff will be available to assist in the format and language of the petition.

The Board of Supervisors may deny the formation of the District if the Board determines that the public convenience, necessity or welfare is not served by the establishment of the District.

In situations where the roadways in a proposed Road Improvement District are located on private easements, a commitment on the part of the property owners to sign the easement over to the public must be demonstrated. The documents necessary for the property owner to transfer the easement will be provided by County staff. If the District does not form, the easement will remain private.

In cases where rights-of-way or easements are required, condemnation by the District may be necessary. The Board of Supervisors may deny the formation of the District if condemnation is required for more than 25% of the property owners or for more than 25% of the property in the District. Please refer to Section 7.1 Easements to the County for additional information.

The initial costs to the district of bringing the road up to the minimum requirements may be spread over a number of years as determined by staff and approved by the Board of Supervisors on a district by district basis. The maximum time period is ten (10) years.

Following formation of the District by the Board of Supervisors, the District Engineer for the District will design the project and complete construction documents (Plans and Specifications). After the engineering work is completed, the project will be put out for bid through a public bid process.

For Road Improvement Districts A.R.S § 48-903 will govern the petition requirements:

Pursuant to A.R.S. § [48-903](#). [Petition to establish district; elected board; verification; plat](#)

A. A petition addressed to the board of supervisors requesting the establishment of an improvement district may be filed with the clerk of the board, if signed by a majority of the persons owning real property or by the owners of fifty-one per cent or more of the real property within the limits of the proposed district.

For Maintenance Improvement Districts A.R.S § 48-903 in conjunction with current County policy will govern the petition requirements:

The Board of Supervisors reserves the right to deny formation of the District if signatures from at least seventy (70) percent of the property owners or owners of seventy (70) percent of the real property in the proposed District are not submitted to the Clerk of the Board.

The Board of Supervisors may deny a request to include a public easement in a maintenance district if the proposed roadway would not meet the minimum criteria of the County Engineer, including grades, vertical alignment, horizontal alignment or drainage. Additionally, the Board of Supervisors may deny the formation of a district if the resulting roadway would be detrimental to the public health, safety or welfare due to such factors as the length of the roadway, the number of parcels fronting on or having access to the roadway, the traffic volume anticipated to use the roadway or the type (height, width, weight, etc.) of vehicles projected to use the roadway.